

**LMS INTERNAL ASSESSMENT
ANNUAL SCHEDULE
FY 2001**

The Annual Schedule represents a plan to ensure internal assessment of compliance to established LMS management controls and ISO 9001-1994. It provides for sufficient review of all Center organizations to enable overall evaluation of the suitability and effectiveness of the Langley Management System as well as to provide the management information necessary to promote its continued improvement. In accordance with LMS-CP-2305, this plan is subject to revision based on criteria defined within the Internal Assessment procedure. The assigned Lead Assessor will coordinate details relating to specific site visits.
Last Updated: June 05, 2001

| Process to be Assessed | Lead Assessor(s) Assigned | Objective | Relevant LMS Policy Manual Clauses | Month Scheduled |
|--|---------------------------|---|---|------------------|
| Training and Certification required by NASA and Langley Policy Directives and Procedures & Guidelines (Desk Assessment) | All Ken Young to Lead | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS 1.18 | Oct/Nov/Dec 2000 |
| Calibration, including: ➤ Recall system ➤ Physical calibration ➤ Capability of equipment ➤ Validation of previous testing for equipment that is found to be out of tolerance ➤ In-Flow systems ➤ Calibration of Facilities | Pam McCoy | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.7 LMS-PM 1.11 LMS-PM 1.12 LMS-PM 1.13 LMS-PM 1.16 LMS-PM 1.18 | Jan/Feb/Mar 2001 |
| Fabrication: ➤ Product user requirements ➤ Design and development ➤ Identification and traceability ➤ Inspection and testing - Test Plans and/or Procedures ➤ Calibration ➤ Task Descriptions ➤ Control of Non-conforming Product | Gary Carl | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.3 LMS-PM 1.4 LMS-PM 1.5 LMS-PM 1.7 LMS-PM 1.8 LMS-PM 1.9 LMS-PM 1.10 LMS-PM 1.11 LMS-PM 1.12 LMS-PM 1.13 LMS-PM 1.15 LMS-PM 1.16 LMS-PM 1.18 | Jan/Feb/Mar 2001 |
| Equal Employment Opportunity Program and related processes | Joe Faulkner | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.16 LMS-PM 1.18 | Jan/Feb/Mar 2001 |
| LaRC Safety Program and related processes ➤ Occupational Health and Safety ➤ Corrective and Preventive Action ➤ Management Review ➤ Etc. | Pam McCoy | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.1 LMS-PM 1.4 LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.14 LMS-PM 1.15 LMS-PM 1.16 LMS-PM 1.18 | Jan/Feb/Mar 2001 |

**LMS INTERNAL ASSESSMENT
ANNUAL SCHEDULE
FY 2001**

| Process to be Assessed | Lead Assessor(s) Assigned | Objective | Relevant LMS Policy Manual Clauses | Month Scheduled |
|--|----------------------------------|---|---|------------------------|
| Non-Wind Tunnel Experimentation | Gary Carl | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.3 LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.11 LMS-PM 1.12 LMS-PM 1.15 LMS-PM 1.16 LMS-PM 1.18 | Jan/Feb/Mar 2001 |
| Development and Implementation of Task Agreements | Joe Faulkner | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.3 LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.16 LMS-PM 1.18 | Jan/Feb/Mar 2001 |
| Program /Project Management: ➤ Bid and Proposal ➤ Project planning, all applicable levels ➤ Resource (\$ and workforce) allocation and management (CP-0013) ➤ Program and project reporting ➤ Program Management Council ➤ Program, project and competency work agreements | Joe Faulkner | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.3 LMS-PM 1.4 LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.16 LMS-PM 1.18 | Apr/May/Jun 2001 |
| Procurement ➤ Simplified Acquisitions ➤ Credit Card Purchasing ➤ Non-solicited Proposals | Gary Carl | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.5 LMS-PM 1.6 LMS-PM 1.9 LMS-PM 1.16 LMS-PM 1.18 | Apr/May/Jun 2001 |
| Receipt, Handling, Storage, Marking, Preservation and Delivery of: ➤ Hazardous Materials ➤ Classified Information (deferred to Oct 2001) | Pam McCoy | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.5 LMS-PM 1.7 LMS-PM 1.9 LMS-PM 1.15 LMS-PM 1.16 LMS-PM 1.18 | Apr/May/Jun 2001 |
| Evaluation of Contractor Performance | Gary Carl | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.5 LMS-PM 1.6 LMS-PM 1.16 LMS-PM 1.18 | Apr/May/Jun 2001 |
| Nonconforming product and Nonconformance Failure Report System | Pam McCoy | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.1 LMS-PM 1.5 LMS-PM 1.7 LMS-PM 1.8 LMS-PM 1.11 LMS-PM 1.12 LMS-PM 1.13 LMS-PM 1.14 LMS-PM 1.15 LMS-PM 1.16 LMS-PM 1.18 | Apr/May/Jun 2001 |
| Management of Scientific and Technical Information (STI) | Gary Carl | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.16 LMS-PM 1.18 | Apr/May/Jun 2001 |

**LMS INTERNAL ASSESSMENT
ANNUAL SCHEDULE
FY 2001**

| Process to be Assessed | Lead Assessor(s) Assigned | Objective | Relevant LMS Policy Manual Clauses | Month Scheduled |
|---|----------------------------------|---|---|------------------------|
| Financial Management Processes | Gary Carl | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.16 LMS-PM 1.18 | Apr/May/Jun 2001 |
| Technology Commercialization Processes | Joe Faulkner | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.3 LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.16 LMS-PM 1.18 | Deferred to Oct 2001 |
| Risk Management Processes | Pam McCoy | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.3 LMS-PM 1.4 LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.16 LMS-PM 1.18 | Apr/May/Jun 2001 |
| Controlled and bonded stores | Joe Faulkner | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.3 LMS-PM 1.5 LMS-PM 1.6 LMS-PM 1.7 LMS-PM 1.8 LMS-PM 1.9 LMS-PM 1.12 LMS-PM 1.13 LMS-PM 1.15 LMS-PM 1.16 LMS-PM 1.18 | Jul/Aug/Sep 2001 |
| Acoustic Research within Laboratories and Facilities ➤ User requirements definition ➤ Set-up ➤ Testing ➤ Reporting results, verification of test results ➤ Customer survey, Handling of customer complaints ➤ Corrective and/or preventive action ➤ Standard Operating Procedures/ Safety procedures catastrophic failures | Gary Carl | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.3 LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.11 LMS-PM 1.12 LMS-PM 1.14 LMS-PM 1.15 LMS-PM 1.16 LMS-PM 1.18 | Jul/Aug/Sep 2001 |
| Budget Formulation Process | Pam McCoy | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.16 LMS-PM 1.18 | August 2001 |
| Document Control Processes ➤ LPS ➤ LDMS ➤ CMOL ➤ LFS ➤ Records Management ➤ Development, Review and Maintenance of Web Sites in the LaRC Domain | Pam McCoy | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.5 LMS-PM 1.16 LMS-PM 1.18 | Jul/Aug/Sep 2001 |

**LMS INTERNAL ASSESSMENT
ANNUAL SCHEDULE
FY 2001**

| Process to be Assessed | Lead Assessor(s) Assigned | Objective | Relevant LMS Policy Manual Clauses | Month Scheduled |
|--|----------------------------------|---|---|------------------------|
| Software Design, Development and Maintenance Processes | Joe Faulkner | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.3 LMS-PM 1.4 LMS-PM 1.5 LMS-PM 1.6 LMS-PM 1.16 LMS-PM 1.18 | Jul/Aug/Sep 2001 |
| Internal Assessment and Corrective, Preventive and Improvement Action Process (actions tracked using CAP Tracs) LMS-CP-2305 LMS-CP-2303 | TBD | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.1 LMS-PM 1.5 LMS-PM 1.14 LMS-PM 1.16 LMS-PM 1.17 LMS-PM 1.18 | Jul/Aug/Sep 2001 |
| Center-wide Corrective, Preventive and Improvement Action activities (all those <u>not</u> tracked using CAP Tracs) LMS-CP-2302 | Joe Faulkner | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM-1.1 LMS-PM 1.5 LMS-PM 1.14 LMS-PM 1.16 LMS-PM 1.18 | September 2001 |
| <ul style="list-style-type: none"> ➤ Management review, including: ➤ LMS-CP-0002 ➤ LMS-CP-0009 ➤ LAPD 1150.2 ➤ SQMC ➤ CPMC ➤ Etc..... | Pam McCoy | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.1 LMS-PM 1.2 LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.13 LMS-PM 1.14 LMS-PM 1.16 LMS-PM 1.18 | Jul/Aug/Sep 2001 |
| Shipping and receiving, including: <ul style="list-style-type: none"> ➤ Returns to suppliers ➤ RI&QA Lab ➤ Inspection and testing ➤ Inspections and test status ➤ Identification and traceability from source | Gary Carl | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.5 LMS-PM 1.6 LMS-PM 1.7 LMS-PM 1.10 LMS-PM 1.11 LMS-PM 1.12 LMS-PM 1.13 LMS-PM 1.15 LMS-PM 1.16 LMS-PM 1.18 | Jul/Aug/Sep 2001 |
| Wind tunnel testing, including: <ul style="list-style-type: none"> ➤ User requirements definition ➤ Set-up ➤ Testing ➤ Reporting results, verification of test results ➤ Customer survey, Handling of customer complaints ➤ Corrective and/or preventive action ➤ Standard Operating Procedures/ Safety procedures ➤ catastrophic failures | Joe Faulkner | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.3 LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.11 LMS-PM 1.12 LMS-PM 1.14 LMS-PM 1.15 LMS-PM 1.16 LMS-PM 1.18 | Jul/Aug/Sep 2001 |
| Property management, including: <ul style="list-style-type: none"> ➤ Property custodianship ➤ NEMS ➤ Model control through NEMS | Gary Carl | All applicable LMS management controls and ISO 9001 – 1994 compliance | LMS-PM 1.5 LMS-PM 1.9 LMS-PM 1.14 LMS-PM 1.15 LMS-PM 1.16 LMS-PM 1.18 | Jul/Aug/Sep 2001 |

Original Signed by:
Approved By: Kenneth C. Young

Internal Assessment Program Manager, Acting

Approval Date: 06/05/01